

**Office Memorandum • UNITED STATES GOVERNMENT**

TO : AD/OCR  
ATTN :

DATE: 10 JAN. 1961

FROM : Chief, Records Management Staff

SUBJECT: Disposition of Intelligence Reference Collections

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1. The attached staff study describes a completed records management project that will reduce and control the volume of reference collections accumulated by OCR Library.
2. This project has established agreements between CIA and other Agencies of the USIB community that provide disposition standards for 4,000 cubic feet of OCR material in the Records Center and at Headquarters. Approximately 25% of this material can be destroyed immediately and the remainder on a continuing basis. Furthermore, application of these disposition standards will control future growth of reference collections within OCR and elsewhere in the Agency.
3. Your approval is appreciated.



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